



DEPARTMENT OF CORRECTIONS VISIT GUIDELINES WELCOMING STATEMENT

The Department of Corrections welcomes you to **Coyote Ridge Corrections Center**. We wish to provide a family friendly environment. To do this, there are some security measures we must take to ensure your visit is safe and pleasant. The allowable number of visitors at one time may vary from one facility to another. All Department of Corrections facilities are chewing gum and tobacco-free. Please read and focus on the guidelines so you may have an enjoyable visit.

WHO CAN VISIT

Only those individuals on the offender's approved visiting list, or those approved for a special visit and in possession of authorized identification, are allowed to visit.

Each offender may have up to seven (7) visitors per visitation period.

Note: The Offender may not be available for a visit. Visitors may avoid making an unnecessary trip, or being turned away, by pre-arranging visits with the offender.

Reminder: If you no longer wish to be on the approved visitor list, please submit a request to be removed in writing.

Minors may visit with an approved escort only.

WHEN YOU CAN VISIT

Visiting Times:

- Monday and Friday, 5:45pm – 9:00pm
- Saturday and Sundays, 1:00pm-4:00 and 5:45 pm -9:00pm
- Holidays that fall on regular visitation days (see above) will follow the weekend visitation schedule. Other Holiday visiting times will be posted in advance.

Where: CRCC Multi Purpose Room

The offender you are visiting can make arrangements for special situations.

Visitors who leave authorized visitor areas during any visit period will be allowed to return during the next authorized visit period.

WHAT TO DO WHEN YOU ARRIVE

If you arrive prior to the designated time, your vehicle will be stopped at the entrance to the facility grounds by the Perimeter Vehicle. You will be allowed to wait in your vehicle, until the Perimeter Officer indicates you may enter the facility grounds.

Visitors are welcome to arrive at the facility ten (10) minutes prior to visits. Once your vehicle is locked, please check-in at the visit entrance.

Proceed to the entrance in an orderly fashion.

Please show courtesy to other visitors. Don't rush to the door, cut in line, or interfere with a special needs visitor's approach.

HOW YOU GET THERE

1301 N. Ephrata Avenue, Connell, WA 98326 (509) 543-5800

From Seattle via I-90 take the Othello exit (Hwy 26). Follow Hwy 26 past Othello to the caution light, turn right onto Hwy 17, for approximately 14 miles. Take a left onto Hwy 260 (Connell, Washtucna) for approximately 6 miles. Then take left turn (there is a sign that says Corrections Center next left). Continue past high school, across railroad tracks to stop sign. Take a left and at Y take a right. Follow up the hill, around the corner, and then left onto Ephrata Street. CRCC sits in front of you.

From Tri-Cities take Hwy 395 north for approximately 35 miles. Take Connell exit then first right-hand turn onto Columbia Avenue. Follow through town to Y and take right, follow up the hill and take a left onto Ephrata Street.

Parking Information

Visitors are asked to park in the side of the main parking lot, nearest the Multipurpose Building **WEST** of the main facility entrance. Visitors will exit their vehicles and proceed directly to the entrance of the multipurpose room. Please do not wander in any other areas of the facility.

To ensure the safety of all, persons not visiting including children and pets must not be left in cars.

- Physically Challenged Information – Handicapped parking spaces are available for your use. Please contact the Visitation staff for any medically documented special needs.

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Visitors, who must share bad or sad news, please inform staff in advance.

Identification

All visitors, 16 and older, will be asked to show current photo identification (e.g.: driver's license, passport, military or government identification, tribal identification, alien registration, student identification).

Searches

Visitors will be asked to sign a search permission form which is required for visiting. Pat searches, vehicle searches, personal property searches and/or canine searches may be conducted.

Carry-Ins

The following items must be contained in a clear plastic coin purse or plastic bag:

- Money - Each visitor is allowed \$15.00 in change or bills in denominations of \$1.00.
- Keys - The drivers of vehicles may keep one manual car key on a non-charmed key ring.
- Small comb or brush.
- Medical - Visitors are allowed life sustaining medications or medical equipment that is needed during the visiting period, if the visitor provides proof of prescription of medically authorized need.

HOW TO ENJOY YOUR VISIT

The following guidelines are in place to ensure a safe and pleasant visit.

Continuation of your visit and visiting privileges will depend on:

- Arriving without having consumed alcohol and/or illegal substance or being in possession of contraband.
- Visitors and/or offender following DOC Visit Guidelines.
- Compliance with search procedures.
- No disturbances or emergency situations within the facility.
- No clear and/or immediate danger or suspicion of criminal conduct that threatens the health and safety of any visitor, offender, or staff.

Dress Standards

Dress standards are necessary to ensure the safety and security of visitors and offenders to promote a non-offensive, family oriented environment and to provide efficient processing of visitors. The visiting Sergeant/designee will make the final determination regarding the appropriateness of any clothing, footwear, accessories allowed. The following guidelines apply to visitors five years and older:

Clothing

- All clothing must be clean and in good repair free from holes, rips, or tears.

- Undergarments must be worn to include briefs and brassieres for females. Males must wear briefs, boxers, or long underwear.
- Clothing must be worn that does not expose undergarments, cleavage, stomach/midriff, bare back when arms are raised, or bare chest. Examples of inappropriate clothing are: Tight fitting, low cut tops or bottoms, sheer, see-through or mesh, camisole type tops, halter tops, tank tops, sleeveless blouses or shirts.
- Dresses or skirts must be no shorter than at the top of the knee.

Footwear

- All visitors must wear socks, stockings, or pantyhose.
- Shoes, sandals and boots must be in good repair. We are *unable* to allow flip flop/thongs, shower shoes, slippers, or foul weather style boots or shoes.

Accessories

- Jewelry
 - Four pieces of jewelry in piercings (e.g.: one nose, one lip, two ears, or the combination of four pieces of pierced jewelry).
 - One watch.
 - Wedding ring set and one ring.
 - Two necklaces.
 - Two bracelets.
 - Two pair of eyeglasses, to include one non-reflective pair of sunglasses for outside visits only.
 - Belts may be worn *excluding* money belts or belts with compartments.
 - Headgear or excessive hair ornaments, when medically required with written verification, or part of a religious practice.
- Clothing and accessories listed below, or other items considered to be a threat to the security and safety of offenders, visitors or staff as determined by the Superintendent/designee, will prevent your visit.
- Camouflage, wrap around clothing, bib attire, shorts, clothing referring to obscenity, alcohol, drugs, gang references, or sex in any form, and clothing that is difficult to search (e.g.: excessive pockets, padding or layering of one outer garment over another).
 - Jewelry that hides other items (e.g.: broaches, locket, pins, or jewelry that looks like a key).

Items for Infants and Toddlers

Items for infants and toddlers will be carried in a clear plastic bag or container.

- Two clear plastic bottles containing water, juice, milk, or liquid formula.
- One plastic Tupperware-type child's cup with lid.
- Two unopened plastic containers of baby food in their original packaging with one plastic baby spoon.
- Two bibs.
- One pacifier or teething object.
- One non-quilted child's blanket.
- One change of baby clothing.
- One disposable diaper per hour of visit.

- Baby wipes must be transferred to zip lock plastic bag prior to visit.

COURTESY DURING VISITS

It is the intent of the Department of Corrections to maintain visiting programs which help offenders preserve positive ties with family and friends. Cooperation by all individuals is essential. The following visit room guidelines are in place to ensure that visits are a pleasant experience for all:

- A brief hug and kiss are permitted at the beginning and conclusion of visits.
- During the visit the only physical contact allowed is holding hands with hands in plain view.
- Conversations should remain quiet without harsh language or swearing, encouraging pleasant and caring family interaction.
- Visit areas are provided for all visitors. Please use visit room furnishing for their intended use.
- Because time is limited, your focus and interactions must remain between your own visitors and family.
- During visitation, money may be used for purchases from vending machines by both offenders and visitors.
- Visitors are reminded to take all unused money with them when they leave.
- Children must be under direct supervision and visual control of the visiting parent or guardian at all times, including children using the restroom. (Offenders may supervise their visiting children while the adult visitor uses the restroom.) Roughhousing and horseplay will be stopped immediately by the visiting parent.
- Verbal corrections and time-outs are the only allowable forms of discipline during visits.
- For safety and proper identification offenders will wear their identification at all times.
- Showing affection to your children, holding and playing with your visiting child promotes positive family interaction. Please remember to be considerate of other visitors and your public surroundings.
- Grooming of children's hair may be done during visits unless visits occur in dining areas.
- Please use the changing areas for children, which are provided.
- At times visits may become emotional. Should this happen, a staff may check on your visit.
- Please put away all items used during visits (i.e.: games, toys, books). Please throw trash and recyclables in containers provided at the end of your visit.

Suggestion/Comment forms are available in the visit room of the facility you will be visiting.